

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
November 14, 2023
MINUTES

Conducted by Remote Participation

Call to Order

Chair Stephen Quinlan called the meeting to order at 7:18 p.m. In attendance were trustees Heather Calvin, Adam Delmolino, Rebecca Gruber, and Rebecca Steinitz. Amy Hampe joined the meeting at 7:19 and Jonathan Gates joined the meeting at 7:32. Library Director Anna Litten, was also in attendance as well as Museum and Collector Resource consultants Valarie Kinkade and Mary Pfeifer. Mr. Quinlan shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

Community Time

There were no comments from members of the community.

MCR Art Prints Collection Deaccessioning Update

Ms. Kinkade and Ms. Pfeifer presented their report describing their efforts to deaccess the Winfield Robbins Art Print collection, including information on sales and project timeline. Their work is scheduled to be completed by March 2024.

Approval of October 10 Meeting Minutes (vote)

Mr. Delmolino moved to approve the October 10 Meeting Minutes as amended. Ms. Calvin seconded the motion. Under Guidance from the Attorney General's office, the Board held a roll call vote. Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Steinitz voted aye. The Board approved the October 10 Meeting Minutes.

Appointment of Nominating Committee (vote)

Mr. Quinlan moved to appoint Ms. Hampe and Mr. Delmolino as members of the nominating committee to fill roles after the retirement of two trustees in June. Ms. Calvin seconded the motion. The Board held a roll call vote. Mr. Delmolino voted aye, Ms. Hampe voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Steinitz voted aye. The Board approved the appointment of Ms. Hampe and Mr. Delmolino as the Nominating Committee.

Approval of FY24 Trustee and Administration Goals (vote)

Ms. Litten presented the updated FY24 Trustee and Administration Goals. The Board discussed the document. Ms. Hampe moved to approve the FY24 Trustee and Administration Goals as amended. Mr. Quinlan seconded the motion. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Delmolino voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Steinitz voted aye. The Board approved the FY24 Trustee and Administration Goals as amended.

Fox Branch Library Facility Needs Committee Update

Mr. Delmolino provided an update on the Fox Facility Needs Committee. The committee has started to focus on outreach to the community and town meeting members. Ms. Litten discussed recent efforts with respect to the co-location of housing in the space. The Town Planning and Economic Development Department secured a grant to conduct a feasibility study regarding co-located housing.

FY25 Budget Prep Update

Ms. Litten reported on her Nov. 8 budget meeting with Town Manager Jim Feeney and his staff. Ms. Litten is requesting two .5FTE Library Assistant positions, one to support restoring library hours on Thursday mornings, and one to support Children's services. Ms. Litten is also requesting additional funds to support contractual MLN digital content fees. Contractual digital content fees have been paid via the Library's Material line and state aid.

FY25 Action Plan

Ms. Litten discussed the FY25 action plan, required for submission to MBLC for construction program grant eligibility.

Director's Report

Ms. Litten presented the Director's Report and highlighted several items. The Board discussed the Director's Report, including the new MLN library discovery platform.

Foundation Liaison Update

Ms. Hampe reported on the recent Foundation meeting and their ongoing preparation of appeal letters and stewardship efforts.

Friends Liaison Updates

Mr. Gates reported on the Friends of Robbins meeting and the new Fox and Robbin tote bags. There was no report from the Friends of Fox.

Communications and Announcements

Ms. Hampe noted that Trustees must complete the state Conflict of Interest Training. Ms. Litten reported that the Town received the first FY24 state aid award for \$54,486.25

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: December 12, 2023

Adjournment (vote)

Mr. Delmolino motioned to adjourn. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Steinitz voted aye. The meeting adjourned at 9:11 p.m.

Materials Distributed:

- October 10 Meeting Minutes
- November 14 Meeting Agenda
- MCR Report and Attachments
- FY24 Trustee and Admin Goals
- October Library Director's Report